

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON  
WEDNESDAY, JANUARY 20, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE  
COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES** – Regular Meeting of January 13, 2010
2. **REQUEST FOR PERMANENT REASSIGNMENT AFTER REHABILITATION** – James L. Johnson, Refuse Operator to Parking Control Checker – Public Works
  - a. Communication from Debbie Mills, Acting Director of Human Resources
  - b. Staff report prepared by Donna de Araujo, Assistant Administrative Analyst
3. **BULLETINS**  
Fleet Services Supervisor  
Police Sergeant
4. **EXAMINATION RESULTS**  
Special Services Officer (Amended Results 1/6/10)  
Transportation Planner
5. **EXTENSION OF EXPIRING ELIGIBLE LISTS**  
Helicopter Mechanic (**6 months**)  
Senior Civil Engineer (7/30/08) (**3 months**)
6. **RETIREMENTS**  
Ordine Hardley/School Guard/Police (9 yrs., 11 mos.)  
James Bogle/Fire Engineer/Fire (27 yrs., 10 mos.)  
Paul Cloward/Fire Engineer/Fire (26 yrs., 2 mos.)  
Michael Skelly/Fire Captain/Fire (25 yrs., 2 mos.)  
Cecilia Aguirre/Firefighter/Fire (19 yrs.)  
Hans Kohnlein/Police Sergeant/Police (28 yrs., 5 mos.)  
Scott Forgeron/Senior Equipment Operator/Water (19 yrs., 9 mos.)  
Michael Albarran/Battalion Chief/Fire (27 yrs., 10 mos.)  
James Fetner/Fire Captain/Fire (27 yrs., 6 mos.)  
Michael Frame/Fire Boat Operator/Fire (37 yrs., 11 mos.)  
Manuel Garcia/Firefighter/Fire (24 yrs., 6 mos.)  
Mark German/Battalion Chief/Fire (28 yrs., 9 mos.)  
Donald Hulse/Battalion Chief/Fire (32 yrs., 11 mos.)  
Thomas Kiesewetter/Battalion Chief/Fire (23 yrs., 8 mos.)  
Charles Lucas/Battalion Chief/Fire (23 yrs.)  
Anthony Martineck/Fire Engineer/Fire (33 yrs., 5 mos.)  
Michael O'Neil/Fire Engineer/Fire (44 yrs., 6 mos.)  
Stephen Rohr/Fire Captain/Fire (27 yrs., 6 mos.)

7. **DISABILITY RETIREMENT** – Wesley Ferraccioli/Firefighter/Fire (11 yrs., 8 mos.)
8. **RESIGNATIONS**  
Johanna Thunell/Administrative Analyst/Harbor (3 yrs., 4 mos.)  
Brian Helm/Police Officer/Police (3 yrs., 7 mos.)
9. **WITHDRAWAL OF APPEAL** – Suspension Appeal 18-S-89  
Communication from James E. Trott, Attorney at Law
10. **MANAGERS' REPORT**
11. **NEW BUSINESS**
12. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**NO HEARING**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
F. PHIL INFELISE, PRESIDENT  
JANUARY 13, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, January 13, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

**MEMBER EXCUSED:** Douglas Haubert

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President F. Phil Infelise presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of January 6, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO FILE LATE APPLICATION:**

**SPECIAL SERVICES OFFICER**

The Secretary presented a communication from Frank J. Caudillo, requesting Commission approval to file a late application for the Special Services Officer examination. In addition, the Secretary presented a staff report prepared by Salvador Ambriz, Personnel Analyst. Mr. Ambriz briefed the Commission regarding this request, stating that it fell within the Commission policy regarding filing late applications. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to approve Mr. Caudillo's request to file a late application. The motion carried by a unanimous roll call vote.

**REQUEST TO REINSTATE  
ELIGIBLE LIST:**

**SYSTEMS TECHNICIAN**

The Secretary presented a communication prepared by Diane Dzodin, Administrative Officer requesting Commission approval to reinstate the eligible list for Systems Technician, retroactive to December 16, 2009. Ms. Dzodin briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the request to reinstate the eligible list be approved in accordance with Section 26 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR EXCEPTION TO  
CIVIL SERVICE RULES AND  
REGULATIONS – ARTICLE VIII  
SECTION 115(3)**

**Requesting Exception to Article II, Section 7 of the  
Civil Service Rules and Regulations – Qualifications  
and Requirements for Park Maintenance Supervisor,  
Limiting Applications to City Employees and Laid Off  
City Employees**

The Secretary presented a staff report, prepared by him, requesting Commission approval for an exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, for Park Maintenance Supervisor, as an open-competitive examination, limiting applications to City employees and City employees terminated due to layoffs in 2009. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the Exception to Civil Service Rules and Regulations, Section 115(3), Article II, Section 7 – Qualifications and Requirements. The motion carried by a unanimous roll call vote.

**PROPOSED AMENDMENT TO  
CIVIL SERVICE COMMISSION  
POLICY 1.60:**

**PUBLIC SAFETY DISABILITY RETIREMENT APPEALS**

The Secretary presented a proposed amendment to Civil Service Commission Policy 1.60 – Public Safety Disability Retirement Appeals and a staff report prepared by him to the Commission for approval. The Secretary stated that the amendment reflects the change in the responsibility to conduct disability retirement appeals from the City Prosecutor to the City Attorney. After discussion it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to approve the proposed amendment. The motion carried by a unanimous roll call vote.

**REQUEST FOR FISCAL YEAR 2010  
FIRST QUARTER BUDGET  
ADJUSTMENT:**

The Secretary presented a communication prepared by him, requesting Civil Service Commission approval to request the City Council for increased appropriations in the General Fund of the Civil Service Department's FY 2009/2010 Budget. The Secretary stated that the Fire Department informed staff at a recent forecasting meeting of its intent to open the Fire Recruit and Battalion Chief examinations this fiscal year. He stated that the current Civil Service Department budget approved by the Commission on June 10, 2009, does not include funds to administer these examinations. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the request to request increased appropriations. The motion carried by a unanimous roll call vote.

**BULLETINS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Fire Captain  
Park Maintenance Supervisor

**EXAMINATION RESULTS:**

**PUBLIC HEALTH NUTRITIONIST – 13 Applied, 3  
Qualified**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject examination results be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Systems Technician, be extended for two months. The motion carried by a unanimous roll call vote.

Building Maintenance Engineer  
Customer Service Representative  
Environmental Specialist Associate  
Public Health Nutritionist  
Special Services Officer (07/22/09)  
Systems Technician (01/14/09 & 01/28/09) **(2 months)**

## RETIREMENTS:

President Infelise presented Certificates of Appreciation to the following employees in recognition of their dedicated service to the City and citizens of Long Beach. Gary Christensen (27 years), Brian Hauptmann (29 years), Douglas Johnson (32 years), Robert Mendoza (30 years), and Jeffrey Arndt (30 years), from the Police Department, and Steven Zahner (30 years), from the Fire Department. Representatives from their respective departments were present and spoke on their behalf.

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Paul Sanford/Police Sergeant/Police  
Kevin Nelson/Police Sergeant/Police  
Roy Ratterree, Jr./Oil Field Gauger/Oil Properties  
David Newman/Petroleum Operations Coordinator/Oil Properties  
Emmanuel Durojaiye/Sr. Petroleum Engineering Associate/Oil Properties  
Maria Alarcon/Payroll Specialist/Financial Management  
Jackie Clark /Customer Service Representative/Financial Management  
Lynn Deveney/Customer Service Representative/Financial Management  
Veronica Fair/Customer Services Supervisor/Financial Management  
Milam Hoa/Customer Service Representative/Financial Management  
Patricia Le Beauf/Customer Services Supervisor/Financial Management  
Nymphha Marcos/Customer Service Representative/Financial Management  
Frances Sluder/Customer Service Representative/Financial Management  
Carrie Draper/Public Health Nurse/Health  
Francisco Jimenez/Maintenance Assistant/Parks  
Tom Glavas/Electrician/Parks  
Dennis Head/Garage Service Attendant/Public Works  
John Allison/Water Utility Mechanic/Water  
Bobby Jones/Water Utility Supervisor/Water  
Daryl Wilkes/Business Systems Specialist/Water

**RESIGNATIONS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Janie Bordelon/Special Services Officer – Armed/Harbor  
Paul Lepore/Battalion Chief/Fire

**TRANSFER:**

**MARLON RAMOS/ADMINISTRATIVE ANALYST III**  
**CONF./HUMAN RESOURCES TO ADMINISTRATIVE**  
**ANALYST III CONF./ FINANCIAL MANAGEMENT**

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, regarding the subject transfer between departments. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

**WITHDRAWAL OF APPEAL:**

The Secretary presented a communication from James E. Trott, Attorney at Law, withdrawing suspension appeal 20-S-89. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to receive and file the withdrawal of appeal. The motion carried unanimously.

**REQUEST TO FILE LATE APPEAL:**

The Secretary presented a communication (Item 14 on today's agenda), requesting to file a late appeal in the matter of dismissal from the City. Christina Checél, Deputy City Attorney, addressed the Commission regarding this matter. In addition, Ken Campbell, Superintendent, Personnel and Training, Parks, addressed the Commission. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to deny the request to file a late appeal.

**ADJOURNMENT:**

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh



**City of Long Beach**  
Working Together to Serve

**Memorandum**

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**Agenda Item No. 2**

CIVIL SERVICE DEPT.

**Date:** January 7, 2010  
**To:** Civil Service Commission  
**From:** Deborah R. Mills, Acting Director of Human Resources  
**Subject:** Permanent Reassignment for Rehabilitation of James L. Johnson  
to the Public Works Department as a Parking Control Checker


Mr. Johnson, a Refuse Operator I in the Public Works Department, suffered a work related injury to his right elbow on June 29, 2006. On August 7, 2008, Mr. Johnson was found to be permanent and stationary with permanent medical restrictions.

On December 10, 2008, the Civil Service Commission granted our request to reassign Mr. Johnson to a Parking Control Checker, Public Works. We engaged in the Interactive Process with Mr. Johnson and determined that he could not perform the essential functions of his position with or without accommodation. We subsequently identified for Mr. Johnson the position of a Parking Control Checker; the Occupational Health Services Officer concurred he could physically perform the duties of this position.

Mr. Johnson has successfully completed his Reassignment for Rehabilitation receiving satisfactory evaluations. The Human Resources Department requests on behalf of the Public Works Department to permanently classify Mr. Johnson as a Parking Control Checker, in accordance with Administrative Regulation 36-2

CC: Azucena M. Coronel de Ramos – Citywide Return to Work Officer  
Michael Conway, Director of Public works  
Cynthia Stafford, Administrative Officer – Public Works Department  
James L. Johnson



1 **DATE:** January 20, 2010  
2 **TO:** Civil Service Commission  
3 **FROM:** Donna deAraujo, Assistant Administrative Analyst   
4 **SUBJECT: REQUEST FOR PERMANENT ASSIGNMENT AFTER**  
5 **REHABILITATION – JAMES JOHNSON**

6 Correspondence has been received from Deborah R. Mills, Acting Director of Human  
7 Resources, requesting Civil Service Commission approval to permanently assign  
8 James Johnson to the position of Parking Control Checker. Staff has reviewed this  
9 request and recommends Commission approval in accordance with Article VI, Section  
10 67(3) of the Civil Service Rules and Regulations.

11 **Facts for Consideration:**

- 12 • On August 7, 2008, Mr. Johnson was found to be incapable of performing the full  
13 range of essential functions of a Refuse Operator and was placed in the City's  
14 Permanent Disability Accommodation Program.
- 15 • On December 10, 2008, the Civil Service Commission approved the temporary  
16 reassignment for rehabilitation of Mr. Johnson to the position of Parking Control  
17 Checker in the Department of Public Works.
- 18 • Dr. Irene Grace, Occupation Health Services Officer, has determined that Mr.  
19 Johnson can physically perform the duties of a Parking Control Checker .
- 20 • Mr. Johnson has successfully completed his Reassignment for Rehabilitation as a  
21 Parking Control Checker.
- 22 • Article VI, Section 67(3) of the Civil Service Rules and Regulations states an  
23 employee may be permanently assigned to another classification if he/she  
24 successfully completes rehabilitation and successfully completes probation." Mr.  
25

1 Johnson has successfully completed his Reassignment for Rehabilitation as a  
2 Parking Control Checker. Mr. Johnson will be required to complete a probationary  
3 period before he obtains permanent status in the Parking Control Checker  
4 classification.

5 Mr. Johnson and representatives from the Department of Public Works and the City's  
6 Workers' Compensation Program have been notified that this request is on today's  
7 agenda.

8 **DMD**

9 REQUEST FOR PERMANENT REASSIGNMENT ( 1-10)

# FLEET SERVICES SUPERVISOR

Job Number: 19

## SALARY RANGE:

Grades I - II: \$1,768.48 to \$2,401.84 Biweekly  
\$3,845.00 to \$5,222.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., January 22, 2010 through February 5, 2010. Completed applications and supplemental application must be received in the Civil Service Department by 4:30 p.m., February 5, 2010. Postmarks will not be accepted. Online applications are encouraged.**

**REQUIREMENTS TO FILE:** Open to current classified City employees who have served a total of three (3) or more years in the classification(s) of Equipment Mechanic, Helicopter Mechanic, and/or Garage Service Attendant with the City of Long Beach. Candidates qualifying with Garage Service Attendant experience must have one year of experience in a lead and/or supervisory capacity.

Ability to assign, direct and supervise the work of other employees.

Ability to effectively communicate both orally and in writing.

Willingness to work overtime, weekends, holidays, shifts, and irregular hours as required.

Proof of a valid motor vehicle operator's license, including a current DMV driving record, is required at time of appointment and must be presented at the time of the selection interview.

Some positions may require the ability to pass a background investigation.

Class "A" or "B" driver's license must be attained prior to passing probation.

A Class "A" smog license may be required after appointment.

**EXAMPLES OF DUTIES:** Under direction, plans and supervises the activities and personnel of a fuel system vehicle maintenance or towing operation; selects, trains, assigns, and evaluates the work of subordinate personnel; establishes operating procedures and work standards; develops and maintains safe working practices and enforces strict conformance to safety regulations; prepares cost

## EXAMPLES OF DUTIES (continued):

estimates; establishes and maintains preventive maintenance schedules; oversees parts inventory and towing inventory systems; prepares and evaluates productivity, inventory and cost reports; prepares written reports; monitors vendor contract compliance; inspects and tests equipment; operates computer terminal and reviews computer generated reports; may develop equipment specifications; may order equipment; may administer lien sales and property disposal procedures; may assist in monitoring and preparing section budget; may oversee cash handling activities; may represent the City's interest during litigation hearing and court proceedings; may be responsible for compliance with air and/or water quality regulations and mandates; operates a City vehicle; and performs other related duties as required.

## EXAMINATION WEIGHTS:

Application.....	Qualifying
Occupational Written Examination.....	Qualifying
Appraisal Interview.....	100%

Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

Seniority Credit in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, will be added to the final examination scores of those who qualify. For examination purposes, Seniority Credit will be based upon whole years of classified service completed by the close of filing.

**The written examination will be scheduled shortly after the close of filing. If you have not received notification by February 12, 2010 contact the Civil Service Department at (562) 570-6202 or by email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).**

This information is available in an alternative format by request at (562) 570-6202.

# POLICE SERGEANT

Job Number: 22

**SALARY RANGE:** \$3,101.60 to 3,946.96 Biweekly  
\$6,743.00 to 8,581.00 Monthly

**Applications and Assessment of Promotability Packages available: 7:30 a.m. to 4:30 p.m., January 22, 2010 through February 5, 2010. Completed applications must be received in the Civil Service Department by 4:30 p.m., February 5, 2010. Postmarks will not be accepted. Online applications are encouraged.**

## REQUIREMENTS TO FILE:

Open to current classified Police Officers in the Long Beach Police Department (LBPD) with at least three (3) years of permanent service\* as a LBPD Police Officer and/or Police Recruit prior to February 5, 2010 and to current classified LBPD Police Corporals.

\*Note: In accordance with Article VII, Section 102 of the Civil Service Rules and Regulations, a resigned employee severs all previously accrued Civil Service seniority and status.

Proof of a valid California motor vehicle operator's license will be required at time of appointment.

Candidates who achieve a qualifying score on the Written Examination MUST submit an Assessment of Promotability (AP) packet to the Civil Service Department by 4:30 p.m., Wednesday, March 10, 2010. Candidates failing to provide a completed Assessment of Promotability packet by the stated deadline will be eliminated from the examination process.

## EXAMPLES OF DUTIES:

Under direction of a Lieutenant, Commander, Civilian Manager, Deputy Chief or Chief of Police, coordinates and supervises the activities of a patrol shift or a specialized unit of police and/or civilian personnel engaged in various phases of law enforcement and performs other related duties as required.

## EXAMINATION WEIGHTS:

Completed Application.....	Qualifying
Occupational Written Examination.....	30%
Tactical Scene Simulation.....	30%
Oral Examination including Writing Exercise .....	20%
Assessment of Promotability .....	20%

A minimum rating of 70 must be attained in each part of the examination.

The Written Examination is tentatively scheduled for February 17, 2010. The Tactical Scene Simulation, Oral Interview, Writing Exercise, and Assessment of Promotability are all tentatively scheduled March 11 through March 19, 2010.

**SELECTION PROCEDURE:** Information on the selection procedure and score calculations is included on page two of the Job Opportunity Bulletin.

**Candidates will be notified shortly after close of filing. If you have not received notification by February 10, 2010 contact the Civil Service Department at (562) 570-6202 or by email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).**

## Seniority Credit

Seniority Credit in accordance with Article III, Section 14, of the Civil Service Rules and Regulations, will be added to the grades of those who qualify. For examination purposes, seniority credit will be based upon whole months of service completed as of the last day of filing. Civil Service Rules and Regulations specify that a maximum of five seniority points will be allowed. Final scores so obtained will determine the rank order of the eligible list.

This information is available in an alternative format by request at (562) 570-6202.